

24 July 1953

PERSONNEL DIRECTOR MEMORANDUM NO. 53-53

SUBJECT: Form No. 37-169, Medical Action Request and Report

1. Effective immediately, Form No. 37-169, Medical Action Request and Report, will replace Form No. 37-115, Request for Physical Examination, and Form No. 37-32, Report of Physical Qualifications.

2. The following procedures will govern the use of Form No. 37-169, Medical Action Request and Report:

a. Request for Physical Examinations by the Transactions and Records Division:

(1) Whenever the Transactions and Records Division requests a physical examination during EOD processing, items 1 through 9 will be completed prior to forwarding Form No. 37-169 to the Medical Office.

(2) In each case, Form No. 37-169 will be prepared by the Transactions and Records Division and forwarded to the Medical Office in duplicate in a sealed envelope carried by the individual being examined.

b. Preliminary Report of Physical Examination:

(1) Upon completion of an individual's physical examination, the Medical Office will complete section III (Preliminary Report of Physical Examination) of Form No. 37-169 and will have the examinee hand-carry this section to T&RD as an indication that the examination has been completed.

(2) Section III (Preliminary Report of Physical Examination) of Form No. 37-169, will be held by T&RD as a suspense record pending receipt of the completed section II (Report of Medical Evaluation). In addition, section III of the subject form will indicate, from a medical standpoint, whether EOD processing is to be continued.

c. Report of Medical Evaluation:

(1) When the Medical Office has completed overall evaluation of the results of a physical examination, section II (Report of Medical Evaluation) of Form No. 37-169 will be completed and returned to the Transactions and Records Division as the final report of medical evaluation for the individual concerned.

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(2) The Transactions and Records Division will incorporate the completed section II of Form No. 37-169 into the official personnel folder as a permanent record of the individual's physical qualifications.

(3) Receipt of the completed section II (Report of Medical Evaluation) by T&RD will authorize destruction of section III (Preliminary Report of Physical Examination) which will have acted as a suspense record as provided in section 2b of this memorandum.

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GEORGE E. MELOON
Personnel Director

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MEDICAL ACTION REQUEST AND REPORT

I REQUEST FOR PHYSICAL EXAMINATION BY PERSONNEL DIVISION (☐ OVERT ☐ COVERT) (☐ T&R ☐ CPB)

1. NAME (Last) (First) (Middle)		2. DATE
3. TO POSITION	4. OFFICE, DIVISION, BRANCH	5. GRADE
6. TYPE OF POSITION <input type="checkbox"/> Departmental <input type="checkbox"/> [REDACTED] <input type="checkbox"/> Overseas	7. EVALUATE FOR <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> EOD <input type="checkbox"/> Overseas <input type="checkbox"/> Returnee </div> <div> <input checked="" type="checkbox"/> Pre-Employment <input type="checkbox"/> Annual <input type="checkbox"/> Special (Specify) </div> </div>	

II REPORT OF MEDICAL EVALUATION

☐ Qualified for Full Duty (General)
 ☐ Qualified for Full Duty (Special)
☐ Qualified for Departmental Duty Only
 ☐ Disqualified

Remarks:

MEDICAL OFFICE

(TEAR HERE)

III PRELIMINARY REPORT OF PHYSICAL EXAMINATION

8. NAME (Last) (First) (Middle)		9. DATE
10. <input type="checkbox"/> Continue Processing for Proposed Position <input type="checkbox"/> EOD, But Hold for Final Assignment Pending Further Medical Evaluation <input type="checkbox"/> Suspend EOD Action Until Further Notice		
Remarks:		
_____ MEDICAL OFFICE		